

**CLASSIFICATION:** ACCOUNTANT II

**Class Code:** 0042-18

**Date Established:** 07-01-50

**Occupational Code:** 7-2-2

**Date of Last Revision:** 9-1-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To develop accounting methods and to review agency fiscal services and controls within a specified accounting unit.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Advises superiors on fiscal problems and discusses interpretation and application of policies and procedures.
- Monitors the proper coordination of fiscal matters between business services and general agency operating activities.
- Analyzes appropriation expenditure status, encumbrances, purchase orders and contract revisions and liquidations.
- Reviews inventory controls to preserve accurate records of inventory and finished products used in determining actual and projected inventory costs.
- Supervises and participates in preparing periodic budgetary reports, trial balances and financial reports.
- Supervises paraprofessional accounting staff engaged in auditing and vouchering bills, preparing payrolls, maintaining accounting and financial records and preparing statements and reports.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in accounting or auditing work, including some experience in a supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**SPECIAL REQUIREMENTS:**

For appointment consideration, Accountant II applicants must successfully participate in a structured interview measuring possession of knowledge, skills, and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

**RECOMMENDED WORK TRAITS:** Knowledge of accounting and fiscal principles and procedures and ability to apply knowledge to accounting transactions. Knowledge of the laws and regulations relating to accounting and auditing procedures in the unit concerned. Working knowledge of the general principles of financial administration. Knowledge of budget and budgeting procedures. Knowledge of modern office equipment, practices and procedure. Ability to interpret and analyze financial statements and to prepare accurate accounting reports and statements. Ability to devise and install accounting methods, techniques and procedures. Ability to instruct and supervise other clerical and accounting employees. Ability to communicate effectively. Ability to maintain effective working relationships with other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.